

**City of Coral Gables
Job Description**



The City Beautiful

Job Title: Recreation Counselor
Department: Parks and Recreation
Classification: 9005-Part Time
Pay grade: \$9.28-\$10.37
FLSA: Non-Exempt

Prepared Date: 12/07
Approved By:
Approved By:

Summary

Recreation Counselors will be assigned to one of the following recreation facilities: Biltmore Tennis Center, Venetian Pool or the War Memorial Youth Center.

This seasonal, part-time position is under the supervision of the Program Assistant, the Recreation Specialist and/or the facility of assignment Supervisor or Assistant Supervisor. This position is responsible for supervising, conducting and participating in activities, arts and crafts, field trips and special events for children of various ages in a recreational camp setting. The Recreation Counselor may also be called upon to assist with special events, answer inquiries from the public and provide information on recreation events and activities.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervise, conduct and actively participate in recreational activities, arts & crafts, field trips and special events.

Prepare site and materials for recreational activities, arts & crafts and special events.

Motivate program participants.

Make visual and written counts of camp participants in accordance with departmental procedures.

Maintain activity and attendance records in accordance with departmental and program procedures.

Observe, enforce and comply with all policies, rules, regulations, laws and ordinances of the facility, the department and the City of Coral Gables.

Maintain order and discipline of program participants and ensure that all safety precautions are observed and followed.

Maintain supply and equipment inventory control. Issue, receive and oversee the use and care of recreation and/or facility supplies and equipment.

Assist in the maintenance and cleanliness of the facility and equipment.

Administer basic first aid as required and prepare and complete required paperwork related to first aid.

Attend all staff meetings, trainings and other functions as require by Supervisor.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of community youth recreation programming. Knowledge of the techniques, rules and equipment used in a variety of recreational activities and games. Experience in working with children of various ages. Experience in arts and crafts or in an art studio.

Ability to work effectively, compassionately and creatively with youth. Ability to lead and conduct a wide range of recreational activities. Ability to work within a team environment giving direction when needed and following the direction of others as required. Ability to work nights, weekends and holidays including the Fourth of July.

Ability to understand and follow oral and written instructions. Ability to express ideas and directions clearly and accurately. Ability to keep records and prepare reports. Ability to resolve disciplinary problems. Ability to establish and maintain effective working relationships with the general public, co-workers, parents, campers and supervisors.

Physical Requirements

Work is performed both indoors and outdoors. Exposure to extreme temperatures, extreme sunlight, noise, heights, dirt, dust and potentially hazardous chemicals is common. Work may be performed on uneven surfaces. While performing the essential functions of this position, the employee must be able to lift, carry and/or push articles weighing up to 50 lbs.

The employee is frequently required to stoop, bend, kneel, crouch, stand, walk, sit and reach with hands and arms. Must have use of hands to finger, handle or feel and/or operate objects, tools or controls. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact. Must be able to read, write and communicate in English. Must have the ability to see, read, talk and hear.

Physical capability to effectively use and operate various items of equipment; such as but not limited to a personal computer, calculator, copy machine and fax machine. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Minimum age of 17 years with High School diploma or equivalent.

Experience working with children of various ages in a recreation setting, desired.

Certification in an approved first aid & CPR course preferred.

Additional Requirements

Criminal background check

Drug Screen